



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

August 13, 2009

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

STATUS REPORT ON RECORDS MANAGEMENT PROGRAM

On February 18, 2003, your Board instructed the Chief Executive Office to report back with an overall plan for maintaining and preserving County records and archives. While progress towards a County Records Program was achieved with in-house resources, this Office engaged Deloitte Financial Advisory Services, LLP (Deloitte) in June 2008 for their expert assistance in fully establishing the County's Records and Archives Program (Program).

Deloitte is in the process of completing the County's General Retention Schedule (GRS) which addresses common administrative records across departments, and producing a County Procedures Manual which will establish policies, procedures, and guidelines for the retention, access, retrieval, preservation, or destruction of records. Additionally, draft Departmental Retention Schedules (DRS), initially created by Deloitte, are being reviewed by department staff with validation by County Counsel and signed by respective department heads. When all departments have completed this process, this Office will then submit the GRS and all DRS for your approval.

Since our most recent status report dated May 5, 2009, we have accomplished the following:

- Met on a weekly basis with Deloitte, in conjunction with the Project Oversight Committee consisting of representatives from this Office, County Counsel, Chief Information Office, your Board's Executive Office, and Registrar-Recorder/County Clerk (RR/CC), to monitor contract compliance and implementation of the Program and address any existing issues;
- Worked closely with Deloitte project staff members and departments to help ensure that each department has thoroughly and accurately reviewed their DRS, and that staff fully understand the methodology for referencing, applying, and updating their DRS;

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- Held two meetings in conjunction with Deloitte and Departmental Records Coordinators to assess progress, address issues, answer questions, and discuss next steps;
- Reviewed and accepted Deloitte's deliverables on Records and Archives Policy Statement, Records and Archives Program Plan, Archival Records Guidelines, Automation Plan Report, Records Center Report, and Program Staffing Report; and
- Discussed with RR/CC the long-term housing for the Program. While additional RR/CC positions and budget were identified and prepared to operate the Program, the positions are currently not funded due to the County's tight fiscal conditions.

We will continue to work with Deloitte towards successful implementation of the Program and, in addition, develop recommendations for your Board on assignment of responsibility for managing the Program on an ongoing basis.

The next quarterly status report will be provided to your Board on or before October 31, 2009. If you have any questions regarding this status report, please contact me, or your staff may contact the Countywide Records and Archives Coordinator, Kary L. Golden at 213.974.1319 or kgolden@ceo.lacounty.gov.

WTF:ES:MKZ
FC:KLG:pg

c: All Department Heads
Chair, Historical Landmarks and Records Commission
Deloitte Financial Advisory Services, LLP